



STATE OF ARIZONA
Department of Health Services
NOTICE OF REQUEST FOR PROPOSALS

ARIZONA
DEPARTMENT OF
HEALTH SERVICES
1740 West Adams Street
Phoenix, Arizona 85007
(602) 542-1040

SOLICITATION NUMBER:

SOLICITATION NUMBER: HP861233

SOLICITATION DUE
DATE/TIME:

Solicitation Due Date:

June 12, 2008 3:00pm Arizona Time

SUBMITTAL LOCATION:

**Arizona Department of Health Services
Office of Procurement
1740 West Adams Street, Room 303
Phoenix, Arizona 85007**

DESCRIPTION:

Colorectal Cancer Screening Program

Pre-Offer Conference:

May 28, 2008

10:00 am

**1740 W. Adams
Room 309**

Phoenix, Arizona.

Date

Time

Location

In accordance with A.R.S. § 41-2534, competitive sealed proposals for the services specified will be received by the Arizona Department of Health Services at the above specified location, until the time and date cited. Offers received by the correct time and date will be opened and the name of each Offeror will be publicly read.

Offers must be in the actual possession of the Arizona Department of Health Services on or prior to the time and date, and at the location indicated above. Late offers will not be considered.

Offers must be submitted in a sealed envelope or package with the solicitation number and the Offeror's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten. Additional instructions for preparing an offer are included in this solicitation.

With seventy-two (72) hours prior notice, persons with disabilities may request special accommodations such as interpreters, alternative formats, or assistance with physical accessibility. Such requests are to be addressed to the solicitation contact person named below.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION

Solicitation Contact Person:

Pam Giroux

Arizona Department of Health Services

(602) 542-2944

girouxp@azdhs.gov

<p style="text-align: center;">TABLE OF CONTENTS SOLICITATION HP861233</p>

<u>Title</u>	<u>Page</u>
COVER PAGE.....	1
TABLE OF CONTENTS.....	2
UNIFORM INSTRUCTIONS TO OFFERORS.....	3 - 7
SPECIAL INSTRUCTIONS TO OFFERORS.....	8 - 10
UNIFORM TERMS AND CONDITIONS.....	11 - 18
SPECIAL TERMS AND CONDITIONS.....	19 - 24
SCOPE OF WORK.....	25 - 30
PRICE SHEET	32
OFFER AND ACCEPTANCE.....	33
EXHIBIT 1	34
EXHIBIT 2	35 -38

UNIFORM INSTRUCTIONS TO OFFERORS

SOLICITATION NO: HP861233

A. Definition of Terms. As used in these Instructions, the terms listed below are defined as follows:

1. *"Attachment"* means any item the Solicitation requires an Offeror to submit as part of the Offer.
2. *"Contract"* means the combination of the Solicitation, including the Uniform and Special Instructions to Offerors, the Uniform and Special Terms and Conditions, and the Specifications and Statement of Scope of Work; the Offer and any Best and Final Offers; and any Solicitation Amendments or Contract Amendments.
3. *"Contract Amendment"* means a written document signed by the Procurement Officer that is issued for the purpose of making changes in the Contract.
4. *"Contractor"* means any person who has a Contract with the State.
5. *"Days"* means calendar days unless otherwise specified.
6. *"Exhibit"* means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Solicitation.
7. *"Offer"* means bid, proposal or quotation.
8. *"Offeror"* means a vendor who responds to a Solicitation.
9. *"Procurement Officer"* means the person, or his or her designee, duly authorized by the State to enter into and administer Contracts and make written determinations with respect to the Contract.
10. *"Solicitation"* means an Invitation for Bids ("IFB"), a Request for Proposals ("RFP"), or a Request for Quotations ("RFQ").
11. *"Solicitation Amendment"* means a written document that is signed by the Procurement Officer and issued for the purpose of making changes to the Solicitation.
12. *"Subcontract"* means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of the Contract.
13. *"State"* means the State of Arizona and Department or Agency of the State that executes the Contract.

B. Inquiries

1. **Duty to Examine.** It is the responsibility of each Offeror to examine the entire Solicitation, seek clarification in writing (inquiries), and examine its' Offer for accuracy before submitting the Offer. Lack of care in preparing an Offer shall not be grounds for modifying or withdrawing the Offer after the Offer due date and time, nor shall it give rise to any Contract claim.
2. **Solicitation Contact Person.** Any inquiry related to a Solicitation, including any requests for or inquiries regarding standards referenced in the Solicitation shall be directed solely to the Solicitation contact person. The Offeror shall not contact or direct inquiries concerning this Solicitation to any other State employee unless the Solicitation specifically identifies a person other than the Solicitation contact person as a contact.
3. **Submission of Inquiries.** The Procurement Officer or the person identified in the Solicitation as the contact for inquiries except at the Pre-Offer Conference, require that an inquiry be submitted in writing. Any inquiry related to a Solicitation shall refer to the appropriate Solicitation number, page and paragraph. Do not place the Solicitation number on the outside of the envelope containing that inquiry, since it may then be identified as an Offer and not be opened until after the Offer due date and time. The State shall consider the relevancy of the inquiry but is not required to respond in writing.

<p style="text-align: center;">UNIFORM INSTRUCTIONS TO OFFERORS SOLICITATION NO: HP861233</p>

4. **Timeliness.** Any inquiry or exception to the solicitation shall be submitted as soon as possible and should be submitted at least seven days before the Offer due date and time for review and determination by the State. Failure to do so may result in the inquiry not being considered for a Solicitation Amendment.
5. **No Right to Rely on Verbal Responses.** An Offeror shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the solicitation.
6. **Solicitation Amendments.** The Solicitation shall only be modified by a Solicitation Amendment.
7. **Pre-Offer Conference.** If a pre-Offer conference has been scheduled under this Solicitation, the date, time and location shall appear on the Solicitation cover sheet or elsewhere in the Solicitation. Offerors should raise any questions about the Solicitation or the procurement at that time. An Offeror may not rely on any verbal responses to questions at the conference. Material issues raised at the conference that result in changes to the Solicitation shall be answered solely through a written Solicitation Amendment.
8. **Persons with Disabilities.** Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Solicitation contact person. Requests shall be made as early as possible to allow time to arrange the accommodation.

C. Offer Preparation

1. **Forms: No Facsimile, Telegraphic or Electronic Mail Offers.** An Offer shall be submitted either on the forms provided in this Solicitation or their substantial equivalent. Any substitute document for the forms provided in this Solicitation must be legible and contain the same information requested on the forms, unless the solicitation indicates otherwise. A facsimile, telegraphic, mailgram or electronic mail Offer shall be rejected if submitted in response to requests for proposals or invitations for bids.
2. **Typed or Ink; Corrections.** The Offer shall be typed or in ink. Erasures, interlineations or other modifications in the Offer shall be initialed in ink by the person signing the Offer. Modifications shall not be permitted after Offers have been opened except as otherwise provided under applicable law.
3. **Evidence of Intent to be Bound.** The Offer and Acceptance form within the Solicitation shall be submitted with the Offer and shall include a signature (or acknowledgement for electronic submissions, when authorized) by a person authorized to sign the Offer. The signature shall signify the Offeror's intent to be bound by the Offer and the terms of the Solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of an intent to be bound, such as an original signature, shall result in rejection of the Offer.
4. **Exceptions to Terms and Conditions.** All exceptions included with the Offer shall be submitted in a clearly identified separate section of the Offer in which the Offeror clearly identifies the specific paragraphs of the Solicitation where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting Contract unless such exception is specifically accepted by the Procurement Officer in a written statement. The Offeror's preprinted or standard terms will not be considered by the State as a part of any resulting Contract.
 - i. **Invitation for Bids.** An Offer that takes exception to a material requirement of any part of the Solicitation, including terms and conditions, shall be rejected.
 - ii. **Request for Proposals.** All exceptions that are contained in the Offer may negatively affect the State's proposal evaluation based on the evaluation criteria stated in the Solicitation or result in rejection of the Offer. An offer that takes exception to any material requirement of the solicitation may be rejected.
5. **Subcontracts.** Offeror shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities in the Offer.
6. **Cost of Offer Preparation.** The State will not reimburse any Offeror the cost of responding to a Solicitation.

<p style="text-align: center;">UNIFORM INSTRUCTIONS TO OFFERORS SOLICITATION NO: HP861233</p>

7. Solicitation Amendments. Each Solicitation Amendment shall be signed with an original signature by the person signing the Offer, and shall be submitted no later than the Offer due date and time. Failure to return a signed copy of a Solicitation Amendment may result in rejection of the Offer.
8. Federal Excise Tax. The State of Arizona is exempt from certain Federal Excise Tax on manufactured goods. Exemption Certificates will be provided by the State.
9. Provision of Tax Identification Numbers. Offerors are required to provide their Arizona Transaction Privilege Tax Number and/or Federal Tax Identification number in the space provided on the Offer and Acceptance Form.
- 9.1 Employee Identification. Offeror agrees to provide an employee identification number or social security number to the Department for the purposes of reporting to appropriate taxing authorities, monies paid by the Department under this contract. If the federal identifier of the Offeror is a social security number, this number is being requested solely for tax reporting purposes and will be shared only with appropriate state and federal officials. This submission is mandatory under 26 U.S.C. § 6041A.
10. Identification of Taxes in Offer. The State of Arizona is subject to all applicable state and local transaction privilege taxes. All applicable taxes shall be included in the pricing offered in the solicitation. At all times, payment of taxes and the determination of applicable taxes are the sole responsibility of the contractor.
11. Disclosure. If the firm, business or person submitting this Offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any Federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Offeror shall fully explain the circumstances relating to the preclusion or proposed preclusion in the Offer. The Offeror shall include a letter with its Offer setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided.
12. Solicitation Order of Precedence. In the event of a conflict in the provisions of this Solicitation, the following shall prevail in the order set forth below:
 - 12.1 Special Terms and Conditions;
 - 12.2 Uniform Terms and Conditions;
 - 12.3 Statement or Scope of Work;
 - 12.4 Specifications;
 - 12.5 Attachments;
 - 12.6 Exhibits;
 - 12.7 Special Instructions to Offerors;
 - 12.8 Uniform Instructions to Offerors.
 - 12.9 Other documents referenced or included in the Solicitation.
13. Delivery. Unless stated otherwise in the Solicitation, all prices shall be F.O.B. Destination and shall include all freight, delivery and unloading at the destination(s).

D. Submission of Offer

1. Sealed Envelope or Package. Each Offer shall be submitted to the submittal location identified in this Solicitation. Offers should be submitted in a sealed envelope or container. The envelope or container should be clearly identified with name of the Offeror and Solicitation number. The State may open envelopes or containers to identify contents if the envelope or container is not clearly identified.
2. Offer Amendment or Withdrawal. An Offer may not be amended or withdrawn after the Offer due date and time except as otherwise provided under applicable law.

<p style="text-align: center;">UNIFORM INSTRUCTIONS TO OFFERORS SOLICITATION NO: HP861233</p>

3. Public Record. All Offers submitted and opened are public records and must be retained by the State. Offers shall be open to public inspection after Contract award, except for such Offers deemed to be confidential by the State. If an Offeror believes that information in its Offer should remain confidential, it shall indicate as confidential the specific information and submit a statement with its Offer detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise. The State shall determine whether the identified information is confidential pursuant to the Arizona Procurement Code.
4. Non-collusion, Employment, and Services. By signing the Offer and Acceptance Form or other official contract form, the Offeror certifies that:
 - i. The Offeror did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its Offer; and
 - ii. The Offeror does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.

E. Evaluation

1. Unit Price Prevails. In the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.
2. Prompt Payment Discount. Prompt payment discounts of thirty (30) days or more set forth in an Offer shall be deducted from the offer for the purposes of evaluating that price.
3. Late Offers. An Offer submitted after the exact Offer due date and time shall be rejected.
4. Disqualification. An Offeror (including each of its principals) who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall have its offer rejected.
5. Offer Acceptance Period. An Offeror submitting an Offer under this Solicitation shall hold its Offer open for the number of days from the Offer due date that is stated in the Solicitation. If the Solicitation does not specifically state a number of days for Offer acceptance, the number of days shall be one hundred-twenty (120). If a Best and Final Offer is requested pursuant to a Request for Proposals, an Offeror shall hold its Offer open for one hundred-twenty (120) days from the Best and Final Offer due date.
- 5.6 Waiver and Rejection Rights. Notwithstanding any other provision of the Solicitation, the State reserves the right to:
 - 5.6.1 Waive any minor informality;
 - 5.6.2 Reject any and all Offers or portions thereof; or
 - 5.6.3 Cancel the Solicitation.

F. Award

1. Number or Types of Awards. The State reserves the right to make multiple awards or to award a Contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, or regional awards, whichever is most advantageous to the State. If the Procurement Officer determines that an aggregate award to one Offeror is not in the State's best interest, "all or none" Offers shall be rejected.
2. Contract Inception. An Offer does not constitute a Contract nor does it confer any rights on the Offeror to the award of a Contract. A Contract is not created until the Offer is accepted in writing by the Procurement Officer's signature on the Offer and Acceptance Form. A notice of award or of the intent to award shall not constitute acceptance of the Offer.

<p style="text-align: center;">UNIFORM INSTRUCTIONS TO OFFERORS SOLICITATION NO: HP861233</p>

3. Effective Date. The effective date of this Contract shall be the date that the Procurement Officer signs the Offer and Acceptance form or other official contract form, unless another date is specifically stated in the Contract.

G. Protests.

A protest shall comply with and be resolved according to Arizona Revised Statutes Title 41, Chapter 23, Article 9 and rules adopted thereunder. Protests shall be in writing and be filed with both the Procurement Officer of the purchasing agency and with the State Procurement Administrator. A protest of a Solicitation shall be received by the Procurement Officer before the Offer due date. A protest of a proposed award or of an award shall be filed within ten (10) days after the protester knows or should have known the basis of the protest. A protest shall include:

- 1.1 The name, address and telephone number of the protester;
- 1.2 The signature of the protester or its representative;
- 1.3 Identification of the purchasing agency and the Solicitation or Contract number;
- 1.4 A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- 1.5 The form of relief requested.

H. Comments Welcome

The State Procurement Office periodically reviews the Uniform Instructions to Offerors and welcomes any comments you may have. Please submit your comments to: State Procurement Administrator, State Procurement Office, 100 North 15th Avenue, Suite 104, Phoenix, Arizona, 85007.

SPECIAL INSTRUCTIONS TO OFFERORS

SOLICITATION NO: HP861233

1. BACKGROUND

It is the intention of ADHS to seek proposals, and to enter into a contract for a Colorectal Cancer Screening Program.

2. PRE-OFFER CONFERENCE

Prospective Offerors are invited to attend a pre-offer conference. The date, time and location of this conference are indicated on the cover page. The purpose of this conference shall be to clarify the contents of this RFP in order to prevent any misunderstanding of the State's position. Any doubt as to the requirements of this RFP or any apparent omission or discrepancy should be presented to the State at this conference. The State will then determine the appropriate action necessary, if any, and may issue a written amendment to the RFP. Oral statements or instructions shall not constitute an amendment to this RFP.

3. PROPOSAL FORMAT

One (1) original and three (3) copies of each proposal shall be submitted in the format specified in the RFP. The original copy of the proposal should be clearly labeled "ORIGINAL", and all copies shall clearly state "COPY". Each proposal shall include table of contents, and tabs for each response section. The State shall not provide any payment for the cost of developing or presenting proposals in response to this RFP. Failure to include the requested information may have a negative impact on the evaluation of the Offeror's proposal. The proposal shall include at least the following information:

3.1 Experience and Expertise:

- 3.1.1 Summary. A summary of the Offeror's experience and expertise regarding the services offered. Summary shall not exceed five (5) pages, including but not limited to company history, number of years in business, types of services provided, number of full and part-time employees, number and type of clients for the last two years.
- 3.1.2 Background Information. Information regarding past or current projects shall be submitted. Background information shall relate to the services described in the Scope of Work. Please provide at least three references.
- 3.1.3 Resumes. Include resumes of key persons responsible for the delivery of services being offered. If any part of the Offerors work on any contract awarded pursuant to this RFP is to be performed by subcontractors or consultants, the Offeror shall identify such parties and describe their functions, as well as the contractual agreements with said parties.
- 3.1.4 Offeror may provide additional information regarding skills, training, unique situations encountered related to their professional experiences, and a description of the process used to resolve any conflicts or problems.
- 3.1.5 The Offeror shall submit examples of prior work activities, similar to those listed in the RFP within the last three (3) years.

3.2 Method of Approach:

- 3.2.1 A written narrative of the Method of Approach to be utilized in performance of the services required by this RFP
- 3.2.2 The Offeror shall prepare and submit a written narrative describing how the Offeror will provide the service for which they are submitting an offer. This should include a description of staff organization and staff resources, to include, method of service delivery, strategies for implementing and monitoring and expected outcomes and timelines for completing Tasks, located in the Scope of Work (not to exceed five (5) pages)

SPECIAL INSTRUCTIONS TO OFFERORS

SOLICITATION NO: HP861233

3.3 Signed Offer and Acceptance document signed by authorized person

3.4 Cost

3.4.1 Completed Price Sheet

The Administrative Services Price shall be the monthly total for Administrative Services provided and shall include staff travel, case management services, purchases of goods and services, compensation of personnel and employment related costs, eligibility determination and reporting; tracking and reporting of service provision, infrastructure support for screening and diagnostics, quality assurance, local public education and recruitment, local professional development, deliverables, and reporting requirements and all other administrative costs. The Offeror's proposed annual price to provide Administrative Services shall be placed in the Administrative Services area of the price sheet for each County. The Offeror shall not include any Screening/Diagnostics and Transportation Service functions in the Administrative Services Price.

The Screening/Diagnostics and Transportation Services Price shall be the annual total of the Screening and Diagnostic Services plus the Transportation Services provided to clients as invoiced at the Medicare Fee For Service Rates in Exhibit 2 and the AHCCCS Fee For Service Transportation Rates in Exhibit 1 of this Solicitation. The Offeror's proposed annual price to provide Screening/Diagnostic and Transportation Services shall be placed in the Screening/Diagnostics/Transportation area of the price sheet for each County. The Offeror shall not include any Administrative Services functions in the Screening/Diagnostics/Transportation price.

4. PROPOSAL OPENING

Proposals shall be opened publicly at the time and place designated on the cover page of this document. The name of each Offeror shall be read publicly and recorded. Prices will NOT be read. Proposals will not be subject to public inspection until after contract awards.

5. EVALUATION CRITERIA

In accordance with A.R.S. § 41-2534, competitive sealed proposals, awards shall be made to the Offeror whose proposal is determined in writing to be the most advantageous to the State based upon the evaluation criteria listed below. The Evaluation Factors are listed in their relative order of importance.

- Experience and Expertise in providing services required.
- Method of Approach for providing the service.
- Cost

6. DISCUSSIONS

In accordance with A.R.S. §41-2534, after the initial receipt of proposals, the State reserves the option to conduct discussions with those Offeror's that submit proposals determined by the State to be reasonably susceptible of being selected for a contract award.

7. SUBMISSION OF PROPOSAL

Proposal packages should be organized and submitted in the following sequence:

- Table of Contents
- Signed Offer and Acceptance Document.

<p style="text-align: center;">SPECIAL INSTRUCTIONS TO OFFERORS SOLICITATION NO: HP861233</p>

- Signed Solicitation Amendments, if applicable.
- Experience and Expertise items, as described in Special Instructions to Offerors, Paragraph (3), Section (3.1).
- Method of Approach for providing service as described in Special Instructions to Offerors, Paragraph (3), Section (3.2).
- Completed contact information in Notices, Correspondence and Reports section 8..
- Completed Price Sheet.

8. INCLUSIVE OFFERORS:

If the Offeror uses subcontractors, Offerors are encouraged to make every effort to utilize subcontractors that are small, women owned and/or minority owned business enterprises. Offerors who are committing a portion of their work to such subcontractors shall do so by identifying the type of services and work to be performed by providing detail concerning your organization's utilization of small, women-owned and/or minority business enterprises. Emphasis should be placed on specific areas that are subcontracted and percentage of contract utilization and how this effort will be administered and managed, including reporting requirements.

9. OFFSHORE PERFORMANCE OF WORK PROHIBITED:

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or 'overhead' services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the proposal.

10. FEDERAL IMMIGRATION AND NATIONALITY ACT:

By submission of the offer, the Offeror warrants that the Offeror and all proposed subcontractors are and shall remain in compliance with all federal, state and local immigration laws and regulations relating to the immigration status of their employees. The State may, at its sole discretion require evidence of compliance. The Offeror shall have five (5) days from receipt of the request to supply adequate information. Failure to comply with this instruction or failure to supply requested information within the timeframe specified shall result in the offer not being considered for contract award.

UNIFORM TERMS AND CONDITIONS

SOLICITATION NO: HP861233

- 1** **Definition of Terms.** As used in this Solicitation and any resulting Contract, the terms listed below are defined as follows:
- 1.1 *“Attachment”* means any item the Solicitation requires the Offeror to submit as part of the Offer.
- 1.2 *“Contract”* means the combination of the Solicitation, including the Uniform and Special Instructions to Offerors, the Uniform and Special Terms and Conditions, and the Specifications and Statement or Scope of Work; the Offer and any Best and Final Offers; and any Solicitation Amendments or Contract Amendments.
- 1.3 *“Contract Amendment”* means a written document signed by the Procurement Officer that is issued for the purpose of making changes in the Contract.
- 1.4 *“Contractor”* means any person who has a Contract with the State.
- 1.5 *“Days”* means calendar days unless otherwise specified.
- 1.6 *“Exhibit”* means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Solicitation.
- 1.7 *“Gratuity”* means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
- 1.8 *“Materials”* means all property, including equipment, supplies, printing, insurance and leases of property but does not include land, a permanent interest in land or real property or leasing space.
- 1.9 *“Procurement Officer”* means the person, or his or her designee, duly authorized by the State to enter into and administer Contracts and make written determinations with respect to the Contract.
- 1.10 *“Services”* means the furnishing of labor, time or effort by a contractor or subcontractor which does not involve the delivery of a specific end product other than required reports and performance, but does not include employment agreements or collective bargaining agreements.
- 1.11 *“Subcontract”* means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of the Contract.
- 1.12 *“State”* means the State of Arizona and Department or Agency of the State that executes the Contract.
- 1.13 *“State Fiscal Year”* means the period beginning with July 1 and ending June 30,
- 2** **Contract Interpretation**
- 2.1 Arizona Law. The Arizona law applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona Procurement Code, Arizona Revised Statutes (A.R.S.) Title 41, Chapter 23, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 2, Chapter 7.
- 2.2 Implied Contract Terms. Each provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
- 2.3 Contract Order of Precedence. In the event of a conflict in the provisions of the Contract, as accepted by the State and as they may be amended, the following shall prevail in the order set forth below:
- 2.3.1 Special Terms and Conditions;
- 2.3.2 Uniform Terms and Conditions;
- 2.3.3 Statement or Scope of Work;
- 2.3.4 Specifications;
- 2.3.5 Attachments;

UNIFORM TERMS AND CONDITIONS

SOLICITATION NO: HP861233

- 2.3.6 Exhibits;
- 2.3.7 Documents referenced or included in the Solicitation.
- 2.4 Relationship of Parties. The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee or agent of the other party to the Contract.
- 2.5 Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.
- 2.6 No Parol Evidence. This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document and no other understanding either oral or in writing shall be binding.
- 2.7 No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.
- 3 Contract administration and operation.**
- 3.1 Records. Under A.R.S. § 35-214 and § 35-215, the Contractor shall retain and shall contractually require each subcontractor to retain all data and other "records" relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Contractor shall produce a legible copy of any or all such records.
- 3.2 Non-Discrimination. The Contractor shall comply with State Executive Order No. 99-4 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.
- 3.3 Audit. Pursuant to ARS § 35-214, at any time during the term of this Contract and five (5) years thereafter, the Contractor's or any subcontractor's books and records shall be subject to audit by the State and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Contract or Subcontract.
- 3.4 Facilities Inspection and Materials Testing. The Contractor agrees to permit access to its facilities, subcontractor facilities and the Contractor's processes or services, at reasonable times for inspection of the facilities or materials covered under this Contract. The State shall also have the right to test, at its own cost, the materials to be supplied under this Contract. Neither inspection of the Contractor's facilities nor materials testing shall constitute final acceptance of the materials or services. If the State determines noncompliance of the materials, the Contractor shall be responsible for the payment of all costs incurred by the State for testing and inspection.
- 3.5 Notices. Notices to the Contractor required by this Contract shall be made by the State to the person indicated on the Offer and Acceptance form submitted by the Contractor unless otherwise stated in the Contract. Notices to the State required by the Contract shall be made by the Contractor to the Solicitation Contact Person indicated on the Solicitation cover sheet, unless otherwise stated in the Contract. An authorized Procurement Officer and an authorized Contractor representative may change their respective person to whom notice shall be given by written notice to the other and an amendment to the Contract shall not be necessary.
- 3.6 Advertising, Publishing and Promotion of Contract. The Contractor shall not use, advertise or promote information for commercial benefit concerning this Contract without the prior written approval of the Procurement Officer.
- 3.7 Property of the State. Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the State. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the State.
- 3.8 Ownership of Intellectual Property. Any and all intellectual property, including but not limited to copyright, invention, trademark, trade name, service mark, and/or trade secrets created or conceived pursuant to or as a

UNIFORM TERMS AND CONDITIONS

SOLICITATION NO: HP861233

result of this contract and any related subcontract ("Intellectual Property"), shall be work made for hire and the State shall be considered the creator of such Intellectual Property. The agency, department, division, board or commission of the State of Arizona requesting the issuance of the contract shall own (for and on behalf of the State) the entire right, title and interest to the Intellectual Property throughout the world. Contractor shall notify the State, within thirty (30) days, of the creation of any Intellectual Property by it or its subcontractor(s). Contractor, on behalf of itself and any subcontractor (s), agrees to execute any and all document(s) necessary to assure ownership of the Intellectual Property vests in the State and shall take no affirmative actions that might have the effect of vesting all or part of the Intellectual Property in any entity other than the State. The Intellectual Property shall not be disclosed by contractor or its subcontractor(s) to any entity not the State without the express written authorization of the agency, department, division, board or commission of the State of Arizona requesting the issuance of this contract.

4 Costs and Payments

- 4.1 Payments. Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment from the State within thirty (30) days.
- 4.2 Delivery. Unless stated otherwise in the Contract, all prices shall be F.O.B. Destination and shall include all freight delivery and unloading at the destination.
- 4.3 Applicable Taxes.
 - 4.3.1 Payment of Taxes. The Contractor shall be responsible for paying all applicable taxes.
 - 4.3.2 State and Local Transaction Privilege Taxes. The State of Arizona is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure collect such taxes from the buyer does not relieve the seller from its obligation to remit taxes.
 - 4.3.3 Tax Indemnification. Contractor and all subcontractors shall pay all Federal, state and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all subcontractors to hold the State harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.
 - 4.3.4 IRS W9 Form. In order to receive payment the Contractor shall have a current IRS W9 Form on file with the State of Arizona, unless not required by law.
- 4.4 Availability of Funds for the Next State fiscal year. Funds may not presently be available for performance under this Contract beyond the current state fiscal year. No legal liability on the part of the State for any payment may arise under this Contract beyond the current state fiscal year until funds are made available for performance of this Contract.
- 4.5 Availability of Funds for the current State fiscal year. Should the State Legislature enter back into session and reduce the appropriations or for any reason and these goods or services are not funded, the State may take any of the following actions:
 - 4.5.1 Accept a decrease in price offered by the, contractor
 - 4.5.2 Cancel the Contract
 - 4.5.3 Cancel the contract and re-solicit the requirements.

5 Contract changes

- 5.1 Amendments. This Contract is issued under the authority of the Procurement Officer who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procurement officer in writing or made

UNIFORM TERMS AND CONDITIONS

SOLICITATION NO: HP861233

unilaterally by the Contractor are violations of the Contract and of applicable law. Such changes, including unauthorized written Contract Amendments shall be void and without effect, and the Contractor shall not be entitled to any claim under this Contract based on those changes.

- 5.2 Subcontracts. The Contractor shall not enter into any Subcontract under this Contract for the performance of this contract without the advance written approval of the Procurement Officer. The Contractor shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities. The Subcontract shall incorporate by reference the terms and conditions of this Contract.
- 5.3 Assignment and Delegation. The Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Procurement Officer. The State shall not unreasonably withhold approval.

6 Risk and Liability

- 6.1 Risk of Loss. The Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.
- 6.2 Indemnification
- 6.2.1 Contractor/Vendor Indemnification (Not Public Agency) The parties to this contract agree that the State of Arizona, its' departments, agencies, boards and commissions shall be indemnified and held harmless by the contractor for the vicarious liability of the State as a result of entering into this contract. However, the parties further agree that the State of Arizona, its' departments, agencies, boards and commissions shall be responsible for its' own negligence. Each party to this contract is responsible for its' own negligence.
- 6.2.2 Public Agency Language Only Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its' officers, officials, agents, employees, or volunteers."
- 6.3 Indemnification - Patent and Copyright. The Contractor shall indemnify and hold harmless the State against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of Contract performance or use by the State of materials furnished or work performed under this Contract. The State shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph. If the contractor is insured pursuant to A.R.S. § 41-621 and § 35-154, this section shall not apply.
- 6.4 Force Majeure.
- 6.4.1 Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injunctions-intervention-acts; or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.
- 6.4.2 Force Majeure shall not include the following occurrences:
- 6.4.2.1 Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market;

UNIFORM TERMS AND CONDITIONS

SOLICITATION NO: HP861233

- 6.4.2.2 Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition; or
- 6.4.2.3 Inability of either the Contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses or permits.
- 6.4.3 If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified return receipt and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.
- 6.4.4 Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure.
- 6.5 Third Party Antitrust Violations. The Contractor assigns to the State any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Contractor, toward fulfillment of this Contract.

7 Warranties

- 7.1 Liens. The Contractor warrants that the materials supplied under this Contract are free of liens and shall remain free of liens.
- 7.2 Quality. Unless otherwise modified elsewhere in these terms and conditions, the Contractor warrants that, for one year after acceptance by the State of the materials, they shall be:
 - 7.2.1 Of a quality to pass without objection in the trade under the Contract description;
 - 7.2.2 Fit for the intended purposes for which the materials are used;
 - 7.2.3 Within the variations permitted by the Contract and are of even kind, quantity, and quality within each unit and among all units;
 - 7.2.4 Adequately contained, packaged and marked as the Contract may require; and
 - 7.2.5 Conform to the written promises or affirmations of fact made by the Contractor.
- 7.3 Fitness. The Contractor warrants that any material supplied to the State shall fully conform to all requirements of the Contract and all representations of the Contractor, and shall be fit for all purposes and uses required by the Contract.
- 7.4 Inspection/Testing. The warranties set forth in subparagraphs 7.1 through 7.3 of this paragraph are not affected by inspection or testing of or payment for the materials by the State.
- 7.5 Year 2000.
 - 7.5.1 Notwithstanding any other warranty or disclaimer of warranty in this Contract, the Contractor warrants that all products delivered and all services rendered under this Contract shall comply in all respects to performance and delivery requirements of the specifications and shall not be adversely affected by any date-related data Year 2000 issues. This warranty shall survive the expiration or termination of this Contract. In addition, the defense of *force majeure* shall not apply to the Contractor's failure to perform specification requirements as a result of any date-related data Year 2000 issues.
 - 7.5.2 Additionally, notwithstanding any other warranty or disclaimer of warranty in this Contract, the Contractor warrants that each hardware, software, and firmware product delivered under this Contract shall be able to accurately process date/time data (including but not limited to calculation, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, to the

UNIFORM TERMS AND CONDITIONS

SOLICITATION NO: HP861233

extent that other information technology utilized by the State in combination with the information technology being acquired under this Contract properly exchanges date-time data with it. If this Contract requires that the information technology products being acquired perform as a system, or that the information technology products being acquired perform as a system in combination with other State information technology, then this warranty shall apply to the acquired products as a system. The remedies available to the State for breach of this warranty shall include, but shall not be limited to, repair and replacement of the information technology products delivered under this Contract. In addition, the defense of *force majeure* shall not apply to the failure of the Contractor to perform any specification requirements as a result of any date-related data Year 2000 issues.

- 7.6 Compliance with Applicable Laws. The materials and services supplied under this Contract shall comply with all applicable Federal, state and local laws, and the Contractor shall maintain all applicable licenses and permit requirements.
- 7.7 Survival of Rights and Obligations after Contract Expiration or Termination.
- 7.71 Contractor's Representations and Warranties. All representations and warranties made by the Contractor under this Contract shall survive the expiration or termination hereof. In addition, the parties hereto acknowledge that pursuant to A.R.S. § 12-510, except as provided in A.R.S. § 12-529, the State is not subject to or barred by any limitations of actions prescribed in A.R.S., Title 12, Chapter 5.
- 7.7.2 Purchase Orders. The Contractor shall, in accordance with all terms and conditions of the Contract, fully perform and shall be obligated to comply with all purchase orders received by the Contractor prior to the expiration or termination hereof, unless otherwise directed in writing by the Procurement Officer, including, without limitation, all purchase orders received prior to but not fully performed and satisfied at the expiration or termination of this Contract.
- 8 State's Contractual Remedies**
- 8.1 Right to Assurance. If the State in good faith has reason to believe that the Contractor does not intend to, or is unable to perform or continue performing under this Contract, the Procurement Officer may demand in writing that the Contractor give a written assurance of intent to perform. Failure by the Contractor to provide written assurance within the number of Days specified in the demand may, at the State's option, be the basis for terminating the Contract under the Uniform Terms and Conditions or other rights and remedies available by law or provided by the contract.
- 8.2 Stop Work Order.
- 8.2.1 The State may, at any time, by written order to the Contractor, require the Contractor to stop all or any part, of the work called for by this Contract for period(s) of days indicated by the State after the order is delivered to the Contractor. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage.
- 8.2.2 If a stop work order issued under this clause is canceled or the period of the order or any extension expires, the Contractor shall resume work. The Procurement Officer shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.
- 8.3 Non-exclusive Remedies. The rights and the remedies of the State under this Contract are not exclusive.
- 8.4 Nonconforming Tender. Materials or services supplied under this Contract shall fully comply with the Contract. The delivery of materials or services or a portion of the materials or services that do not fully comply constitutes a breach of contract. On delivery of nonconforming materials or services, the State may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its rights and remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.
- 8.5 Right of Offset. The State shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred by the State, or damages assessed by the State concerning the Contractor's non-conforming

UNIFORM TERMS AND CONDITIONS

SOLICITATION NO: HP861233

performance or failure to perform the Contract, including expenses, costs and damages described in the Uniform Terms and Conditions.

9 Contract Termination

- 9.1 Cancellation for Conflict of Interest. Pursuant to A.R.S. § 38-511, the State may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the State is or becomes at any time while the Contract or an extension of the Contract is in effect an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time. If the Contractor is a political subdivision of the State, it may also cancel this Contract as provided in A.R.S. § 38-511.
- 9.2 Gratuities. The State may, by written notice, terminate this Contract, in whole or in part, if the State determines that employment or a Gratuity was offered or made by the Contractor or a representative of the Contractor to any officer or employee of the State for the purpose of influencing the outcome of the procurement or securing the Contract, an amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about contract performance. The State, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three times the value of the Gratuity offered by the Contractor.
- 9.3 Suspension or Debarment. The State may, by written notice to the Contractor, immediately terminate this Contract if the State determines that the Contractor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Submittal of an offer or execution of a contract shall attest that the contractor is not currently suspended or debarred. If the contractor becomes suspended or debarred, the contractor shall immediately notify the State.
- 9.4 Termination for Convenience. The State reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the State without penalty or recourse. Upon receipt of the written notice, the Contractor shall stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the State. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the State upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.
- 9.5 Termination for Default.
- 9.5.1 In addition to the rights reserved in the contract, the State may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.
- 9.5.2 Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the State on demand.
- 9.5.3 The State may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the State for any excess costs incurred by the State in procuring materials or services in substitution for those due from the Contractor.
- 9.6 Continuation of Performance Through Termination. The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

<p style="text-align: center;">UNIFORM TERMS AND CONDITIONS SOLICITATION NO: HP861233</p>

10 Contract Claims

All contract claims or controversies under this Contract shall be resolved according to A.R.S. Title 41, Chapter 23, Article 9, and rules adopted thereunder.

11 Arbitration

The parties to this Contract agree to resolve all disputes arising out of or relating to this contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes (Title 41).

12 Comments Welcome

The State Procurement Office periodically reviews the Uniform Terms and Conditions and welcomes any comments you may have. Please submit your comments to: State Procurement Administrator, State Procurement Office, 100 North 15th Avenue, Suite 104, Phoenix, Arizona, 85007.

SPECIAL TERMS AND CONDITIONS

SOLICITATION NO: HP861233

1. PURPOSE

Pursuant to provisions of the Arizona Procurement Code, A.R.S. ' 41-2501 et seq., Arizona Department of Health Services intends to establish a contract for a Colorectal Cancer Screening Program in accordance with the terms and conditions outlined in this RFP.

2. TERM OF CONTRACT (3 YEARS)

The term of the resultant Contract shall commence upon final signature, and shall remain in effect for three (3) years, unless terminated, canceled, or extended as otherwise provided herein.

3. CONTRACT EXTENSIONS (2 YEAR MAXIMUM)

The Department may, by mutual written Contract amendment, extend any resultant Contract in twelve (12) month increments for a maximum of two (2) years. The Contract term shall not exceed a total of five (5) years from the date of Contract award.

4. CONTRACT TYPE

☒ Fixed

5. PRICE INCREASE/PRICE DECREASE

Contractor prices accepted and subsequently awarded by a Contract in response to this RFP shall remain in effect for a minimum of one (1) year. The Contractor may request a price adjustment, but the State will not review or approve an increase until the Contract has been in effect for one (1) year. Contractor shall provide written justification for any price adjustment requested. Any price increase adjustment, if approved, will be effective upon execution of a written Contract amendment. Likewise, the Contractor shall offer the State a price adjustment reduction concurrent with reduced costs from their suppliers. Price reductions will become effective upon execution of a Contract amendment.

6. KEY PERSONNEL

It is essential that the Contractor provide qualified and competent personnel, capable of and devoted to the successful accomplishment of work to be performed under this Contract. The Contractor must agree to assign specific individuals to the key positions. The Contractor agrees that, once assigned to work under this Contract, key personnel shall not be removed or replaced without written notice to ADHS. If key personnel are not available for work under this Contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the ADHS, and shall, subject to the concurrence of the state, replace such personnel with personnel of substantially equal ability and qualifications.

7. MULTIPLE AWARDS

It is the State's intent to award to one Contractor for all items needed. However, in order to assure that any ensuing contracts will allow the State to fulfill current and future requirements, the State reserves the right to award contracts to multiple Offerors. The actual utilization of any contract will be at the sole discretion of the state. Each potential Contractor should take into consideration the fact that the State may make multiple awards.

8. AUTHORIZATION FOR PROVISION OF SERVICES

Authorization for purchase of services under this contract shall be made only upon ADHS issuance of a Purchase Order that is signed by an authorized agent. The Purchase Order will indicate the contract number and the dollar amount of funds authorized. The Contractor shall only be authorized to perform services up to the amount on the Purchase Order. ADHS shall not have any legal obligation to pay for services in excess of the amount indicated

SPECIAL TERMS AND CONDITIONS

SOLICITATION NO: HP861233

on the Purchase Order. No further obligation for payment shall exist on behalf of ADHS unless a) the Purchase Order is changed or modified with an official ADHS Procurement Change Order, and/or b) an additional Purchase Order is issued for purchase of services under this contract.

9. VENDOR REGISTRATION

Prior to issuance of a Purchase Order and subsequent payment and/or formal award, the Contractor shall have a completed STATE OF ARIZONA SUBSTITUTE W-9 FORM on file with the State. No payments shall be made until the form is on file. The STATE OF ARIZONA SUBSTITUTE W-9 FORM will be provided to the Contractor at the time of Award and must be completely filled out and returned prior to the start of any project for the State.

10. INFORMATION DISCLOSURE

The Contractor shall establish and maintain procedures and controls that are acceptable to the State for the purpose of assuring that no information contained in its records or obtained from the state or from others in carrying out its functions under the Contract shall be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Contract. Persons requesting such information should be referred to the State. The Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Contractor as needed for the performance of duties under the Contract, unless otherwise agreed to in writing by the State.

11. FEDERAL IMMIGRATION LAWS, COMPLIANCE BY STATE CONTRACTORS

By entering into the Contract, the Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Contract. I-9 forms are available for download at USCIS.GOV

The State may request verification of compliance for any Contractor or subcontractor performing work under the Contract. Should the State suspect or find that the Contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

12. OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, direct services under this Contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the Contract. This provision applies to work performed by subcontractors at all tiers.

13. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) OF 1996

The Contractor warrants that it is familiar with the requirements of HIPAA and HIPAA's accompanying regulations and will comply with all applicable HIPAA requirements in the course of this Contract. Contractor warrants that it will cooperate with the Arizona Department of Health Services (ADHS) in the course of performance of the Contract so that both the ADHS and Contractor will be in compliance with HIPAA, including cooperation and coordination with the ADHS Privacy Officer and other compliance officials required by HIPAA and its regulations.

SPECIAL TERMS AND CONDITIONS

SOLICITATION NO: HP861233

Contractor will sign any documents that are reasonably necessary to keep the ADHS and Contractor in compliance with HIPAA, including, but not limited to, business associate agreements.

If requested by the ADHS, Contractor agrees to sign the "Arizona Department of Health Services Pledge to Protect Confidential Information" and to abide by the statements addressing the creation, Use and Disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Contractor agrees to attend or participate in HIPAA training offered by the ADHS or to provide written verification that the Contractor has attended or participated in job related HIPAA training that is: (1) intended to make the Contractor proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the ADHS HIPAA Compliance Officer.

14. INDEMNIFICATION CLAUSE

Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

15. INSURANCE REQUIREMENTS

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- General Aggregate \$2,000,000

SPECIAL TERMS AND CONDITIONS

SOLICITATION NO: HP861233

- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Blanket Contractual Liability – Written and Oral \$1,000,000
- Fire Legal Liability \$ 50,000
- Each Occurrence \$1,000,000

a. The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor”.***

b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

2. **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000

a. The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor”.***

3. **Worker's Compensation and Employers' Liability**

- Workers' Compensation Statutory
- Employers' Liability
 - Each Accident \$ 500,000
 - Disease – Each Employee \$ 500,000
 - Disease – Policy Limit \$1,000,000

a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

4. **Professional Liability (Errors and Omissions Liability)**

- Each Claim \$1,000,000
- Annual Aggregate \$2,000,000

a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage

SPECIAL TERMS AND CONDITIONS

SOLICITATION NO: HP861233

- will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
 - c. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.
- B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:
- 1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
 - 2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
 - 3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.
- C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to **The Arizona Department of Health Services, 1740 West Adams Street, Office of Procurement, Room 303, Phoenix, Arizona, 85007** and shall be sent by certified mail, return receipt requested.
- D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
- E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to **The Arizona Department of Health Services, Office of Procurement, 1740 West Adams Street, Room 303, Phoenix, Arizona, 85007**. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

SPECIAL TERMS AND CONDITIONS

SOLICITATION NO: HP861233

- F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as insureds under its policies **or** Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
- H. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

16. **PANDEMIC CONTRACTUAL PERFORMANCE**

The State shall require a written plan that illustrates how the contractor shall perform up to contractual standards in the event of a pandemic. The State may require a copy of the plan at anytime prior to or post award of a contract. At a minimum, the pandemic performance plan shall include:

- a. Key succession and performance planning if there is a sudden significant decrease in contractor's workforce.
- b. Alternative methods to ensure there are products in the supply chain.
- c. An up to date list of company contacts and organizational chart.

In the event of a pandemic, as declared by the Governor of Arizona, U.S. Government or the World Health Organization, which makes performance of any term under this contract impossible or impracticable, the State shall have the following rights:

- d. After the official declaration of a pandemic, the State may temporarily void the contract(s) in whole or specific sections, if the contractor cannot perform to the standards agreed upon in the initial terms.
- e. The State shall not incur any liability if a pandemic is declared and emergency procurements are authorized by the Director as per A.R.S. 41-2537 of the Arizona Procurement Code.
- f. Once the pandemic is officially declared over and/or the contractor can demonstrate the ability to perform, the State, at its sole discretion, may reinstate the temporarily voided contract(s).

<p style="text-align: center;">SCOPE OF WORK SOLICITATION NO: HP861233</p>
--

COLORECTAL CANCER SCREENING PROGRAM

Definitions:

ADHS CRCSP	Arizona Department of Health Services Colorectal Cancer Screening Program in Arizona, an entity of the Office of Nutrition and Chronic Disease Prevention Services (ONCDPS), managed by the Program Director.
AHCCCS:	Arizona Health Care Cost Containment System, Arizona's Medicaid Program.
CDC:	Centers for Disease Control and Prevention.
Client:	A woman or a man who is eligible to receive CRCSP services and who has been enrolled in the Program
Department:	Arizona Department of Health Services (ADHS)
HIPPA	Health Insurance Portability and Accountability Act
Invoice	A monthly bill for administrative and screening/diagnostic/transportation services provided which is presented to the ADHS Program Director for review and approval, and then forwarded to ADHS CRCSP financial staff for processing and payment. (Form to be provided by CRCSP financial staff.)
MDEs:	Minimum Data Elements are clinical information forms with aggregate data required by the CDC.
Operations Manual:	Location of CRCSP Policies and Procedures, including reports and forms used by the program. The program's clinical guidelines, case management plan, and fee for service rates are also part of the Operations Manual. The Operations Manual may be obtained from ADHS CRCSP. The CRCSP office is located at 150 North 18 th Ave, Suite 310, Phoenix, AZ 85007.
Program:	The system of services for colorectal cancer screening functions under the auspices of the Colorectal Cancer Screening Program of the Arizona Department of Health Services.
Program Coordinator:	Personnel hired by the Contractor to administer the contract with ADHS CRCSP.
Program Director:	Personnel hired by the Arizona Department of Health Services to implement and monitor the Colorectal Cancer Screening Program.
Payment:	Payment is made on the basis of claims itemized and properly justified in the Contractor's Invoice
Reports:	All required reports and reporting information, including but not limited to, the Labor Activity Report, Quarterly Report, Invoice, and the Annual Work Plan. Reports are explained in the Operations Manual. The ADHS CRCSP may require additional reports not defined in this contract.
Service Provider:	A provider of medical services licensed or accredited within their field of medical expertise.
Contractor:	A service provider under a contract with ADHS. Also referred to in this Scope of Work as the Contractor.
CRCSP:	Colorectal Cancer Screening Program

SCOPE OF WORK

SOLICITATION NO: HP861233

1. Background:

The Arizona Department of Health Services, Office of Chronic Disease Prevention and Nutrition Services, received funding from Proposition 303 (Tobacco Tax) funds to establish a Colorectal Cancer Screening Program (CRCSP) in 2007 to help reduce the State's cancer burden from colorectal cancer, one of the leading four causes of death in Arizona.

2. Eligibility for Enrollment in the Colorectal Cancer Screening Program:

To qualify as a client for the CRCSP, an individual's income must not exceed 250% of the Federal Poverty Level established annually by the Federal Register. He/she must be a permanent resident of Arizona, or have been in the State for at least one day with the intention of establishing permanent residence in Arizona. He/she must be uninsured or under-insured. Under-insured is defined as health insurance that does not cover preventive health care, or where the unmet deductible or co-payment exceeds \$100.

Women and Men 50 years of age or older: Women and men 50 years of age or older who do not have Medicare Part B may be enrolled in the CRCSP. If a client is unable to pay Medicare premiums she/he may be eligible for assistance under Arizona Health Care Cost Containment System (AHCCCS).

3. Covered Services:

The program provides colorectal cancer screening services timely in accordance with service and payment policies set forth by the Operations Manual, the Clinical Guidelines provided by Arizona Department of Health Services (ADHS), and the Medicare Fee For Service Rate Schedule (Exhibit 2) and the AHCCCS Fee For Service Transportation Rate Schedule (Exhibit 1).

Covered services include:

- a. **Screening services:** Fecal Occult Blood Testing (FOBT); specifically Immunochemical Fecal Occult Blood testing, must be done in accordance with the manufacturer's instructions. Women and men with one documented normal Immunochemical Fecal Occult Blood testing, should have a repeat Immunochemical Fecal Occult Blood test in one year. It is recommended that an FOBT; specifically, an Immunochemical Fecal Occult Blood testing should be done annually according to the American Cancer Society Screening Guidelines and the U.S. Preventive Services Task Force colorectal cancer screening guidelines. FOBT guaiac tests are not covered for payment under the Colorectal Cancer Screening Program. Individuals at increased risk for colorectal cancer by virtue of one of the factors listed below should be referred for screening by colonoscopy.
 - Previous history of colorectal adenomas or Colorectal Cancer (CRC).
 - Diagnosis of inflammatory bowel disease.
 - Family history suggestive of familial adenomatous polyposis or hereditary nonpolyposis colorectal cancer (syndromes in which inheritance of CRC is autosomal dominant).
 - One or more first-degree relatives (parents, siblings or children) diagnosed with CRC.
- b. **Diagnostic services:** To be eligible for a colonoscopy, a positive Immunochemical Fecal Occult Blood testing result must be documented within the same year. Women and men with a negative colonoscopy shall be moved to a ten (10) year screening cycle. Additional covered diagnostic services are reimbursed in accordance with amounts listed by ADHS Colorectal Cancer Screening Program in accordance with Exhibit 2 of this Solicitation. Individuals at increased risk for colorectal cancer by virtue of one of the factors listed above should be referred for colonoscopy.

Women and men enrolled in the CRCSP shall not be charged for covered services. Fee For Service Rates are set in accordance with Medicare Part B Allowable Rates and can be found in Exhibit 2 of this Solicitation. New rates are effective every year. Once available, the new rates will be distributed

SCOPE OF WORK

SOLICITATION NO: HP861233

to the Contractor by the CRCSP. ADHS provides a list of the maximum Fee For Service Rates annually to each Contractor and a copy is maintained in the Operations Manual.

4. Quality Assurance:

The CRCSP will collect and report data internally. Clinical quality indicators have been established to ensure the program is providing timely and appropriate care.

5. Goals:

The Contractor shall develop, implement and evaluate a CRCSP that includes:

- a. Ongoing outreach to and the recruitment of eligible women and men. Due to disparate outcomes, African Americans are to be prioritized for outreach activities;
- b. Delivering accessible, timely, and quality colorectal cancer screening services; and
- c. Participating actively in coalitions that will assist the CRCSP to:
 - Improve and expand Colorectal cancer screening programs
 - Identify and partner with referral resources within local communities
 - Coordinate community services to reduce duplicative efforts.

6. Tasks/ Methods of Accountability:

A. Staffing and Reporting:

The Contractor shall hire and retain a Program Coordinator, funded by the CRCSP to perform functions necessary for compliance with the following program components.

1. The Contractor shall submit Labor Activity Reports that reflect actual CRCSP hours of staff time and are to be maintained in Contractor files for audit purposes. When staff changes occur, the Program Director shall be notified in writing within fifteen (15) days.
2. If key personnel are not available for work under this contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the Program Director, and shall replace such personnel with personnel substantially equal in ability and qualifications.
3. The Contractor shall submit accurate, complete monthly Invoices to the Program Director for payment in a format approved by ADHS. Administrative Services and Screening/Diagnostic/Transportation Services shall be billed within sixty (60) days of the date of service. Payment may be denied for services billed after sixty (60) days of the date of service.
4. Final Invoice billing shall be received by the Program Director no later than sixty (60) days after the end of the contract period. Payment for any outstanding claims submitted beyond that date will be denied.
5. All CRCSP Coordinators shall be required to attend the ADHS CRCSP quarterly meetings.
6. In-kind Contribution Logs shall be signed, dated and submitted in the Quarterly Report. An In-kind match is a donation of funds, materials, services or time that directly supports CRCSP activities and clients. Screening/Diagnostic/Transportation services are not an In-kind match, nor are any services or other contributions made by agencies or organizations receiving federal grant funding.

<p style="text-align: center;">SCOPE OF WORK SOLICITATION NO: HP861233</p>
--

B. Administrative Services:

1. The Contractor shall manage, monitor and invoice all Administrative Services throughout the contract period in accordance with the requirements of this Contract. Supporting documentation must be maintained in the Contractor's files for audits.

C. Transportation Services:

1. The Contractor shall coordinate and provide transportation for clients, **if necessary**, to screening and to diagnostic appointments in accordance with this Contract, service and payment policies set forth by the Operations Manual and the Clinical Guidelines provided by ADHS. Supporting documentation must be maintained in the Contractor's files for audits.

D. Screening, Diagnostic Services.

1. The Contractor shall provide colorectal cancer screening services with timely and appropriate diagnostic services in accordance with this Contract, service and payment policies set forth by the Operations Manual and the Clinical Guidelines provided by ADHS. The Contractor shall:
 - a. Provide CRCSP to enrolled women and men directly or through contracts with qualified Service Providers. Women and men enrolled in CRCSP shall not be charged for covered services.
 - b. Link patients diagnosed with Colorectal Cancer with low cost or no cost treatment services. To accomplish this, the Contractor will work with the other contractors and ADHS to establish a network of providers willing to provide low cost or no cost treatment services.
 - c. Implement a case management system to assess the need for case management for abnormal screening results and monitor timely and appropriate follow-up as defined in the CRCSP guidelines.
2. Covered services include:
 - a. Screening services: Fecal Occult Blood Testing (FOBT); specifically Immunochemical Fecal Occult Blood testing, must be done in accordance with the manufacturer's instructions. Women and men with one documented normal Immunochemical Fecal Occult Blood testing should have a repeat Immunochemical Fecal Occult Blood test in one year. It is recommended that an FOBT; specifically, an Immunochemical Fecal Occult Blood testing should be done annually according to the American Cancer Society Screening Guidelines and the U.S. Preventive Services Task Force colorectal cancer screening guidelines. FOBT guaiac tests are not covered for payment under the Colorectal Cancer Screening Program. Individuals at increased risk for colorectal cancer by virtue of one of the factors listed below should be referred for screening by colonoscopy.
 - Previous history of colorectal adenomas or CRC.
 - Diagnosis of inflammatory bowel disease.
 - Family history suggestive of familial adenomatous polyposis or hereditary nonpolyposis colorectal cancer (syndromes in which inheritance of CRC is autosomal dominant).
 - One or more first-degree relatives (parents, siblings or children) diagnosed with CRC.
 - b. Diagnostic services: To be eligible for a colonoscopy, a positive Immunochemical Fecal Occult Blood testing result must be documented within the same year. Individuals at increased risk for colorectal cancer by virtue of one of the factors listed above should be referred for colonoscopy. Women and men with a negative colonoscopy shall be moved to a 10 year screening cycle.

<p style="text-align: center;">SCOPE OF WORK SOLICITATION NO: HP861233</p>
--

Additional covered diagnostic services and their rates shall be located in Exhibit 2 of this Contract.

E. Quality Assurance

1. The Contractor and Service Providers shall respond within 5 days to communications concerning quality assurance issues.
2. *Lost to follow-up for abnormal results* is defined in the Operations Manual as not being able to contact a woman or a man for follow-up services or even to inform of results. Lost to follow-up cases may not be closed as lost to follow-up until the appropriate CRCSP procedures have been executed and documented in the clients' chart, and until a copy of the special form to report lost to follow-up has been sent to the CRCSP. A woman or a man cannot be declared lost to follow-up unless significant documented efforts have been made to locate the woman or man, including following notification requirements as set forth in the Operations Manual.
3. Quality standards shall include:
The Contractor and all subcontractors will obtain and maintain the following current documents: license(s) or certification(s) and liability insurance. The Contractor shall maintain a secured file of all such documents that will be available for review at anytime.
 - a. Personnel: All Medical Doctors (M.D.s) or Doctors of Osteopathy (D.O.s) providing services under this contract shall be AHCCCS providers and currently licensed under the provisions of the Arizona Revised Statutes, Title 32, Chapter 13 or 17. All other personnel providing services shall be registered, licensed, or board certified in Arizona in their respective fields, as applicable.
 - b. Facility: All laboratory facilities used by the Contractor and its subcontractors shall adhere to the standards of the Clinical Laboratory Improvement Act (CLIA) (1988), and maintain the appropriate CLIA certification.
4. Service Provider contracts shall provide that the Contractor and other ADHS CRCSP representatives shall have access to review CRCSP client records, and policy and procedure statements. Review is necessary to monitor compliance with CRCSP protocols and to manage clinical quality.
5. CRCSP client records shall be maintained by Service Providers for up to ten (10) years to ensure patient care. After ten years, the client records may be destroyed in a manner consistent with HIPAA regulations.
6. Each Contractor shall ensure (1) that the Contractor and all subcontractors provide the Program Director with legible copies of procedure reports/results in addition to properly completed CRCSP MDEs; and (2) that Service Providers understand and follow clinical guidelines and program policies/procedures.

F. Partnerships and Coalition Building - The Contractor shall participate in coalitions and/or partnerships focused on improving services or access to services for colorectal cancer issues. To accomplish this, the Contractor shall:

1. Participate in local meetings of groups, organizations, and agencies such as, but not limited to, the American Cancer Society, the Arizona Cancer Control Coalition, ethnic and cultural coalitions, and health care coalitions. The purpose of this participation is to establish and maintain local networking opportunities for identifying treatment opportunities and public awareness of the need for screening.

<p style="text-align: center;">SCOPE OF WORK SOLICITATION NO: HP861233</p>
--

G. Local Public Education and Recruitment Activities - The Contractor shall:

1. Develop and implement a minimum of four (4) activities focused on colorectal cancer, using public education and recruitment methods identified as appropriate for the local service area by key personnel.
2. Develop and implement recruitment strategies to recruit eligible women and men from priority populations (racial and ethnic minorities).
3. Develop strategies to ensure a client returns on an annual basis for appropriate screening.
4. Develop an outreach and public education program focusing on the African American population.
5. Develop and implement recruitment efforts of clients to ensure utilization of all funds budgeted.

H. Local Professional Development - The Contractor shall:

1. Develop a minimum of one (1) activity that addresses the continuing professional development needs in connection with colorectal cancer screening, diagnosis and treatment. CRCSP Service Providers shall be provided opportunities to be involved in all colorectal cancer clinical education activities relating to colorectal cancer.
2. Work closely with the ADHS CRCSP and others to assess and address local professional development needs.
3. Document activities and evaluation findings related to TASK H in the Quarterly Reports.

I. Screening Quotas

1. The Contractor for Maricopa County shall screen a total of 240 women and/or men in Maricopa County. The prioritized population is uninsured and underinsured African Americans. The contractor will establish an outreach program targeting this high priority population. There is a supplemental budget to support the African American outreach program. This significant outreach budget exists only for the Maricopa County Contractor.
2. The Contractor for Yuma County shall screen a total of 240 women and/or men in Yuma County.
3. The Contractor for Pima County shall screen a total of 240 women and/or men in Pima County.
4. The Contractor for Coconino County shall screen a total of 240 women and/or men in Coconino County.

The rates of performance, expressed as the number of men and women to be screened, are mandatory. By signing this contract, the Contractor agrees to achieve the required screening number and agrees that a failure to do so will result in withdrawal of funding.

6. Deliverables:

- a. The Contractor shall provide ADHS with lists of all Service Providers at the beginning of each contract year and as Service Providers are removed and/or added. Copies of contracts with Service Providers shall be kept on file at the Contractor offices for audit purposes.
- b. The Contractor shall provide documentation of activities and products related to TASKS A-6, F, G, and H in the Quarterly Reports.
- c. Annual Work Plan is due thirty (30) days after signing the contract and annual amendment.
- d. Quarterly Reports are due thirty (30) days after the end of each quarter.

<p style="text-align: center;">SCOPE OF WORK SOLICITATION NO: HP861233</p>
--

7. Report Requirements:

When reporting requirements are not met, payment may be withheld.

8. NOTICES, CORRESPONDENCE, REPORTS AND INVOICES

- a Notices, correspondence, reports and invoices from the Contractor to ADHS shall be sent to:

Colorectal Cancer Screening Program Director
Arizona Department of Health Services
150 N. 18th Avenue, Suite 310
Phoenix, Arizona 85007

- b. Notices, correspondence, and reports from ADHS to the Contractor shall be sent to:

- c. Payments from ADHS shall be sent to:
(Use only if different from above)

<p align="center">PRICE SHEET SOLICITATION NO. HP861233</p>
--

Item	Unit of Measure	Price
Maricopa County Administrative Services	Administrative Services Per Month	\$
Maricopa County Screening, Diagnostic and Transportation Services	Annual Total of Screening and Diagnostic Services billed at Exhibit 2 Rates plus Annual Total of Transportation Services billed at Exhibit 1 Rates	\$
Yuma County Administrative Services	Administrative Services Per Month	\$
Yuma County Screening, Diagnostic and Transportation Services	Annual Total of Screening and Diagnostic Services billed at Exhibit 2 Rates plus Annual Total of Transportation Services billed at Exhibit 1 Rates	\$
Pima County Administrative Services	Administrative Services Per Month	\$
Pima County Screening, Diagnostic and Transportation Services	Annual Total of Screening and Diagnostic Services billed at Exhibit 2 Rates plus Annual Total of Transportation Services billed at Exhibit 1 Rates	\$
Coconino County Administrative Services	Administrative Services Per Month	\$
Coconino County Screening, Diagnostic and Transportation Services	Annual Total of Screening and Diagnostic Services billed at Exhibit 2 Rates plus Annual Total of Transportation Services billed at Exhibit 1 Rates	\$

The Administrative Services Price shall be the monthly total for Administrative Services provided and shall include staff travel, case management services, purchases of goods and services, compensation of personnel and employment related costs, eligibility determination and reporting; tracking and reporting of service provision, infrastructure support for screening and diagnostics, quality assurance, local public education and recruitment, local professional development, deliverables, and reporting requirements and all other administrative costs. The annual price to provide Administrative Services shall be placed in the Administrative Services area of the price sheet for each County. Screening/Diagnostics and Transportation Service functions shall not be included in the Administrative Services Price.

The Screening/Diagnostics and Transportation Services Price shall be the annual total of the Screening and Diagnostic Services plus the Transportation Services provided to clients as invoiced at the Medicare Fee For Service Rates in Exhibit 2 and the AHCCCS Fee For Service Transportation Rates in Exhibit 1 of this Solicitation. The annual price to provide Screening/Diagnostic and Transportation Services shall be placed in the Screening/Diagnostics/Transportation area of the price sheet for each County. Administrative Services functions shall not be included in the Screening/Diagnostics/Transportation price.



OFFER AND ACCEPTANCE

SOLICITATION NUMBER: HP861233

**ARIZONA DEPARTMENT
OF HEALTH SERVICES**
1740 West Adams Street
Phoenix, Arizona 85007
(602) 542-1040
(602) 542-1741 Fax

Submit this form with an original signature to the:

**Arizona Department of Health Services
Office of Procurement
1740 West Adams, Room 303
Phoenix, Arizona 85007**

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the solicitation.

Arizona Transaction (Sales) Privilege Tax License No:

For Clarification of this Offer, Contact:

Federal Employer Identification No:

Name: _____

Telephone: _____

FAX: _____

Company Name

Signature of Person Authorized to Sign Offer

Address

Printed Name

City, State, ZIP Code

Title

OFFER ACCEPTANCE AND CONTRACT AWARD (For State of Arizona Use Only)

Your Offer is hereby accepted as described in the Notice of Award. The Contractor is now bound to perform based upon the Solicitation and the Contractor's Offer as accepted by the State.

This Contract shall henceforth be referred to as Contract Number: _____

The Contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until the Contractor receives an executed purchase order or contract release document or written notice to proceed, if applicable.

State of Arizona

Awarded this _____ day of _____, 2008

CHIEF PROCUREMENT OFFICER

<p align="center">EXHIBIT 1</p> <p align="center">SOLICITATION NUMBER: HP861233</p> <p align="center">AHCCCS FEE FOR SERVICE TRANSPORTATION RATES</p>
--

FEE FOR SERVICE TRANSPORTATION RATE SCHEDULE *	PROCEDURE CODE	RATES
Non-emergency; taxi/car base	A0100	\$1.17
Taxi/car base; mileage/per mile	S0215	\$1.65
Ambulatory van, Urban base rate per person	A0120	\$7.48
→ Ambulatory Van, Urban rate per mile	S0215	\$1.38
Ambulatory Van, Rural base rate per person	A0120	\$8.19
→ Ambulatory Van, Rural rate per mile	S0215	\$1.65
Wheelchair Van, Urban base rate per person	A0130	\$10.49
→ Wheelchair Van, Urban rate per mile	S0209	\$1.66
Wheelchair Van, Rural base rate per person	A0130	\$10.49
→ Wheelchair Van, Rural rate per mile	S0209	\$1.79

* Transportation Services Codes can be found on the AHCCCS web site.

EXHIBIT 2
SOLICITATION NO. HP861233
MEDICARE FEE FOR SERVICE RATE SCHEDULE

Arizona Colorectal Cancer Screening Procedure Codes and Fee for Service Rates 2008

Code	Description	Fee for Service Rate		
	FOBT	Professional Component (-26)	Technical Component (-TC)	Total
G0328	Screening Fecal Occult Blood Test, immunoassay			\$18.46
82274	Blood, occult by fecal hemoglobin determination by immunoassay, qualitative, feces, 1-3 simultaneous determinations			\$18.46
	Colonoscopy			
G0121	Screening colonoscopy on average risk individual			\$367.31
G0105	Screening colonoscopy on high risk individual			\$367.31
45378	Colonoscopy, flexible, proximal to splenic flexure; diagnostic, with or without collection of specimen(s) by brushing or washing, with or without colon decompression (separate procedure)			\$367.31
45380	Colonoscopy, flexible, proximal to splenic flexure; with biopsy, single or multiple			\$438.79
45381	Colonoscopy, flexible, proximal to the splenic flexure; with directed submucosal injection(s), any substance			\$426.78
45382	Colonoscopy, flexible, proximal to splenic flexure; with control of bleeding (eg, injection, bipolar cautery, unipolar cautery, laser, heater probe, stapler, plasma coagulator)			\$581.97
45383	Colonoscopy, flexible, proximal to splenic flexure; with ablation of tumor(s), polyp(s), or other lesion(s) not amenable to removal by hot biopsy forceps, bipolar cautery or snare technique			\$519.63
45384	Colonoscopy, flexible, proximal to splenic flexure; with removal of tumor(s), polyp(s), or other lesion(s) by hot biopsy forceps or bipolar cautery			\$430.79
45385	Colonoscopy, flexible, proximal to splenic flexure; with removal of tumor(s), polyp(s), or other lesion(s) by snare technique			\$493.26

EXHIBIT 2
SOLICITATION NO. HP861233
MEDICARE FEE FOR SERVICE RATE SCHEDULE

Arizona Colorectal Cancer Screening Procedure Codes and Fee for Service Rates 2008

Note: When submitting a claim for the interrupted colonoscopy, professional providers are to suffix the colonoscopy code with a modifier of "-53" to indicate that the procedure was interrupted. SOME providers will use - modifier 52. This is an often confusing issue and depends upon why the procedure was interrupted.

Code	Description	Fee for Service Rate		
	Pathology	Professional Component (-26)	Technical Component (-TC)	Total
88300	Surgical Pathology, gross examination only (surgical specimen)	\$4.14	\$18.18	\$22.32
88302	Surgical pathology, gross and microscopic examination (review level II)	\$6.40	\$41.93	\$48.34
88304	Surgical pathology, gross and microscopic examination (review level III)	\$10.19	\$49.73	\$59.92
88305	Surgical pathology, gross and microscopic examination, colon, colorectal polyp biopsy (review level IV)	\$35.86	\$64.93	\$100.79
88307	Surgical pathology, gross and microscopic examination, colon, segmental resection other than for tumor (review level V)	\$77.00	\$121.34	\$198.34
88309	Surgical pathology, gross and microscopic examination, colon, segmental resection for tumor or total resection (review level VI)	\$130.35	\$164.79	\$295.14
88312	Pathology: special stains	\$25.68	\$64.23	\$89.91
88342	Pathology: Immunocytochemistry, each antibody	\$40.40	\$53.82	\$94.22
	Office Visits			
	Initial, New Patients			
99201	Problem focused history & examination with straightforward medical decision making			\$35.61
	Established Patients			
99211	Problem focused history & examination with straightforward medical decision making			\$19.44
	Office Consultation for New and Established Patients			
99241	Problem focused history & examination with straightforward medical decision making			\$47.25

EXHIBIT 2
SOLICITATION NO. HP861233
MEDICARE FEE FOR SERVICE RATE SCHEDULE

Arizona Colorectal Cancer Screening Procedure Codes and Fee for Service Rates 2008

Code	Description	Fee for Service Rate		
		Professional Component (-26)	Technical Component (-TC)	Total
	APC (HOPPS codes for hospital based out patient facilities)			
143	Lower GI Endoscopy			
158	Colorectal Cancer Screening: Colonoscopy			
	Ambulatory Surgery Center (ACS) Codes			
45378-SG through 45385-SG	The ASC bills for the facility fee using the same procedure code as the professional service and attaching a modifier - SG. The modifier indicates that the claim is for the facility fee ONLY.			
45378	Diagnostic Colonoscopy			\$443.23
45379	Colonoscopy with removal of foreign body			\$443.23
45380	Colonoscopy and Biopsy			\$443.23
45381	Colonoscopy, submucosal injection			\$443.23
45382	Colonoscopy/ control bleeding			\$443.23
45383	Lesion Removal colonoscopy			\$443.23
45384	Lesion Remove colonoscopy			\$443.23
45385	Lesion Removal colonoscopy			\$443.23
	Anesthesiology			
00100-01999	Anesthesia codes - CDC will only reimburse for standard anesthesia related to the endoscopic procedure			\$19.82 per unit

EXHIBIT 2
SOLICITATION NO. HP861233
MEDICARE FEE FOR SERVICE RATE SCHEDULE

Arizona Colorectal Cancer Screening Procedure Codes and Fee for Service Rates 2008

Code	Description	Fee for Service Rate		
		Professional Component (26)	Technical Component (TC)	Total
	Electrocardiogram			
93000	Electrocardiogram, routine ECG with at least 12 leads; with interpretation and report			\$22.38
	Blood Work			
85025	Blood count; complete (CBC), automated (Hgb, Hct, RBC, WBC and platelet count) and automated differential WBC count			\$8.97
80048	Basic metabolic panel (Calcium, total) This panel must include the following: Calcium (82310) Carbon dioxide (82374), Chloride (82435) Creatinine (82565) Glucose (82947) Potassium (84132) Sodium (84295) Urea nitrogen (BUN) (84520)			\$11.83
	Modifiers (To be reported with appropriate CPT Codes)			
-52	A discontinued procedure due to extenuating circumstances or those that threaten the well being of the patient. Not to be used to report elective cancellation			
-73	Discontinued procedure prior to anesthesia			
-74	Discontinued procedure after anesthesia			
-26	Professional Component			
'-TC	Technical Component			
'-QW'	Waived test under CLIA*			

Note 1: A procedure can be split into its "professional" and "technical" components and each can be billed separately as noted; however, a provider cannot bill using both codes. The sum of the two components equals the rate if billed with one code.

Note 2: The Current Procedural Terminology (CPT) codes for this test must have the modifier QW to be recognized as a waived test. These are tests approved by the Food and Drug Administration as waived tests under the Clinical Laboratory Improvement Amendments of 1988 (CLIA).